

**DEPARTMENT OF THE AIR FORCE  
AIR FORCE FLIGHT STANDARDS AGENCY  
1535 COMMAND DRIVE, SUITE D-306  
ANDREWS AFB, MD 20762-7002**

**AT-M-08**

## **AIR TRAFFIC CONTROL TRAINING SERIES**



**MANAGEMENT**

**INDOCTRINATION PROGRAM**

**31 August 1993**

## **FOREWORD**

**PURPOSE.** This publication is designed for training USAF air traffic controllers and is not intended to replace, substitute for, or supersede official regulations, procedures, or directives.

FRANK R. DEVINCENZO, LTC, USAF  
Director, Operations and Training  
Air Traffic Services Center

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Supersedes ATM08 1 August 1986  
OPR: AFFSA ATSC/DO  
Distribution: F

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1535 COMMAND DRIVE, SUITE D-304  
ANDREWS AFB, MD 20762-7002

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## **OBJECTIVE**

This publication is designed to assist air traffic control (ATC) managers develop an indoctrination program for newly assigned personnel. Our goal is to orientate controllers with their new duty location. The newly assigned air traffic controller, whether an apprentice or journeyman, must be able to relate to the personnel and facilities they will work with on a day- to-day basis. As managers, we can provide this information through a thorough, comprehensive indoctrination program. A well organized program will have a strong positive effect on the new arrival.

## **INTRODUCTION**

GENERAL. Your indoctrination program should fulfill the needs of the individual, as well as your ATC mission. Tell the folks you will be visiting what you'd like to see and be briefed on. Your needs may vary depending on the individuals completing the program. The facilities and personnel visited, content and depth of briefings should vary depending on the new arrivals experience and duty position. Make sure your program is tailored to fit these needs. As facility managers, it is your responsibility to develop and implement an informative and worthwhile program.

## SECTION A

MANAGEMENT. Each member of the management team, ATC Operations Officer, Chief Controllers, Chief, Air Traffic Control Training (CATCT), Chief, Standardization and Evaluation (CSE) and Watch Supervisors should develop a comprehensive checklist to be used when briefing new personnel. It is very important that the new arrival be briefed on mission, training requirements, duty schedules, etc. Each briefing should be presented by the individual most directly responsible for a given area. The briefing given by the below individuals should cover, but is not limited to, the following:

1. ATC Operations Officer.
  - a. The overall ATC and unit mission and where the new arrival "fits in".
  - b. Medical qualification and procedures.
  - c. Awards and Decorations.
  - d. Controller recognition program.
  - e. Squadron participation/support.
  - f. Off duty employment.
  - g. EPR endorsements.
  - h. Leave policy.
  - i. Drugs and alcohol abuse.
  - j. "Chain of Command".
2. Chief Controller.
  - a. Duty schedule.
  - b. Uniform policy.
  - c. Additional duties,
  - d. Facility operations, standards and policies.
  - e. DNIC procedures.
  - f. Personal responsibilities.
  - g. Points of contact and telephone numbers.
  - h. Operating initials.
  - i. Crew Assignment.

3. Chief, Air Traffic Control Training.
  - a. The Controller Resource Development Program.
  - b. Trainee/trainer/supervisor responsibilities.
  - c. Normal and maximum training time limits.
  - d. Training evaluations.
  - e. Initial qualification and recurring training requirements.
4. Chief, Standardization and Evaluations.
  - a. Certification procedures.
  - b. Inter/Intra facility coordination/operations standardization.
5. Supervisor
  - a. Initial evaluation.
  - b. Crew procedures.
  - c. Equipment.
  - d. Crew Policies.

## SECTION B

1. TOURS AND VISITS. It is beneficial for new arrivals to visit other facilities and agencies in your area and meet the people they will be working with. Newly assigned personnel should receive a briefing on how these operations interface with the ATC mission and what they do. Again, the amount of time spent at each facility, personnel contacted and depth of the briefings may vary depending on the new controllers experience and duty position.

2. OTHER ATC FACILITIES. Each individual will visit all air traffic control facilities located at your base. Be sure to include, if possible, nearby FAA or host nation air traffic control facilities in the indoctrination.

3. SUPPORT FACILITIES. There are several non-ATC facilities we work with to support our air traffic control mission. Our day-to-day operations are effected through dealings with these agencies. As a minimum, make sure your indoctrination program includes these agencies:

- a. Weather Station. They provide information vital to us, we do the same for them. An insight into our overlapping responsibilities is beneficial when combined with some background of local meteorological phenomena
- b. Base Operations. Every airport layout has its peculiarities. Have base operations personnel take the new individual on a tour of the airfield and point out areas where problems often arise.
- c. Command Post/Center. This is the focal point for all base activities. A visit here will put things into a base wide perspective and show the new controller how ATC information plays an integral part in wing command and control.
- d. Crash Control. This agency, being the focal point for emergency responses, will be informative for controllers.
- e. Transient Alert. Tower controllers work directly with this agency and a visit here will be more beneficial for personnel assigned to tower.
- f. Barrier Maintenance. Background information provided by these people, combined with actually seeing the barriers, will make barrier training more meaningful.
- g. Runway Supervisory Units. All controllers should visit this facility to develop insight into level of involvement of the RSU officer and their working environment.
- h. Maintenance/Job Control. This facility will be a good place to develop appreciation for the efforts expended in supporting and tracking equipment problems.
- i. TRACALS Sites. All sites associated with ATC will be included in this tour. Valuable insights can be gained.

4. ATC MEETINGS. These are normally reserved for 7-levels and staff personnel. This will help them develop an understanding of how ATC management fits into other components of the unit and base. Include TRACALS Facilities Review Committee Meeting, ATC Board and the maintenance/job control briefing.
5. LOCAL FLYING ORGANIZATIONS. They could come to you, but more can be gained by visiting an operational organization. This will enable the controller to see how they function and how ATC interfaces with the flying community. If different organizations exist, visit them all. Fighter, cargo, and training pilots all have different operational needs. This will also enhance pilot/controller relations through a better understanding of the functions performed. Don't forget to include the local Aero Club if available.

This list is only partial, divisions and units should adapt this list to make it fit local requirements. Your program will only be as good as the effort you put into it. Remember, make appointments for all visits as the treatment you receive will be more professional if the personnel you are visiting are prepared to receive you.